













DEPARTMENT OF ADMINISTRATION
POSTAL SERVICE
KEY TO POSTAGE RATE

Shape	Description	Minimum	Maximum	Rate	
	Postcard – Rectangular cardstock mail piece not contained in an envelope.	Length Height Thickness	5 inches 3-1/2 Inches 0.007 inch	6 inches 4-14 inches 0.016 inches	\$0.26
	Letter – Small rectangular mail piece no thicker than 1/4 inch. (up to 3.5 ounces)	Length Height Thickness	5 inches 3-1/2 Inches 0.007 inch	11-1/2 inches 6-1/8 inches 1/4 inch	Weight 1 0.41 2 0.58 3 0.75 3.5 0.92
	Large Envelope	Length Height Thickness	11-1/2 inches 6-1/8 inches 1/4 inch	15 inches 12 inches 3/4 inch	Weight 1 0.80 2 0.97 3 1.14 4 1.31 5 1.48 6 1.65 7 1.82 8 1.99 9 2.16 10 2.33 11 2.50 12 2.67 13 2.84
	Package – Weight cannot exceed 70 pounds.	Length + girth (distance around the thickest part of the package) cannot exceed 108 inches.	(Parcel Post cannot exceed 130 inches.) Length - the longest side of the package. Girth - measurement around the thickest part (perpendicular to the length).	Weight 1 1.13 2 1.37 3 1.47 4 1.64 5 1.81 6 1.98 7 2.15 8 2.32 9 2.49 10 2.66 11 2.83 12 3.00 13 3.17	Rate
Rates effective July 1, 2007. For more information you may reach Postal Service at: 332-1950 or visit: http://pe.usps.gov/cpim/ftp/notices/not123/not123.pdf					

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ACCOUNTABLE MAIL (REGISTERED, CERTIFIED, AND INSURED)						
Mail Service	Proof of Mailing	Protection In Transit	Delivery Confirmation		Signature Confirmation	
			Service	Fee	Service	Fee
First-Class Mail	Certificate of Mailing	Insured Mail Registered Mail	First-Class Mail 1 Retail Electronic	\$0.75 0.18	First-Class Mail 1 Retail Electronic	\$2.10 1.75
Priority Mail	Certificate of Mailing	Insured Mail Registered Mail	Priority Mail Retail Electronic	\$0.65 0.00	Priority Mail Retail Electronic	\$2.10 1.75
Parcel Post Media Mail	Certificate of Mailing	Insured Mail	Package Services 2 Retail Electronic	\$0.75 0.18	Package Services 2 Retail Electronic	\$2.10 1.75
Express Mail	Receipt provided at time of mailing	Insured Mail (\$100 coverage included, more can be added)	Standard Mail 3 Electronic \$0.18 Available only for parcels. Available only for parcels. No charge for Parcel Select electronic option. Available only for non Flat-Machinables and parcels. Additional rate information can be found at: http://pe.usps.gov/cpim/ftp/notices/not123/not123.pdf			
Certified Mail (fee only \$2.65) 1 st Class Postage .41, Return Receipt 2.15 Requested at time of mailing (form 3811, receive by mail), .85 Requested at time of mailing (receive electronically), 3.80 Request after mailing (Form 3811-A, receive by fax, mail, or e-mail)						

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Mail Service	Proof of Mailing	Protection In Transit	Delivery Confirmation		Signature Confirmation	
			Service	Fee	Service	Fee
First-Class Mail	Certificate of Mailing	Insured Mail Registered Mail	First-Class Mail 1 Retail Electronic	\$0.75 0.18	First-Class Mail 1 Retail Electronic	\$2.10 1.75
Priority Mail	Certificate of Mailing	Insured Mail Registered Mail	Priority Mail Retail Electronic	\$0.65 0.00	Priority Mail Retail Electronic	\$2.10 1.75
Parcel Post Media Mail	Certificate of Mailing	Insured Mail	Package Services 2 Retail Electronic	\$0.75 0.18	Package Services 2 Retail Electronic	\$2.10 1.75
Express Mail	Receipt provided at time of mailing	Insured Mail (\$100 coverage included, more can be added)	Standard Mail 3 Electronic \$0.18 Available only for parcels. Available only for parcels. No charge for Parcel Select electronic option. Available only for non Flat-Machinables and parcels. Additional rate information can be found at: http://pe.usps.gov/cpim/ftp/notices/not123/not123.pdf			
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Parcel Post Media Mail	Certificate of Mailing	Insured Mail	Package Services 2 Retail Electronic	\$0.75 0.18	Package Services 2 Retail Electronic	\$2.10 1.75
Express Mail	Receipt provided at time of mailing	Insured Mail (\$100 coverage included, more can be added)	Standard Mail 3 Electronic \$0.18 Available only for parcels. Available only for parcels. No charge for Parcel Select electronic option. Available only for non Flat-Machinables and parcels. Additional rate information can be found at: http://pe.usps.gov/cpim/ftp/notices/not123/not123.pdf			
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INSURANCE RATES	
Merchandise Insurance Coverage Desired	Fee
\$ 0.01 to \$ 50	\$1.65
50.01 to 100	2.05
100.01 to 200	2.45
200.01 to 300	4.60
300.01 to 400	5.50
400.01 to 500	6.40
500.01 to 600	7.30
600.01 to 5,000	\$7.30 plus \$0.90 for each \$100 or fraction over \$600 in declared value (maximum liability is \$5,000). Bulk insurance discount \$0.80 per piece *see DMM 503.1.41).
EXPRESS MAIL INSURANCE	
Merchandise insurance Coverage Desired	Fee
\$ 0.01 to \$ 100	\$0.00
100.01 to 200	0.75
200.01 to 500	2.10
500.01 to 5,000	2.10 Plus \$0.90 for each \$100 or fraction over \$600 in declared value. (maximum liability as \$5,00)

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